

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/22/2019		2. CONTRACT NO. (If any) EP-C-17-045		6. SHIP TO:	
3. ORDER NO. 68HERC19F0228		4. REQUISITION/REFERENCE NO. PR-R2-19-00325		a. NAME OF CONSIGNEE  CAD	
5. ISSUING OFFICE (Address correspondence to) CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001				b. STREET ADDRESS US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136	
				c. CITY Cincinnati	e. ZIP CODE 45268-0001
7. TO: Deborah Ellison				f. SHIP VIA	
a. NAME OF CONTRACTOR RESEARCH TRIANGLE INSTITUTE				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS PO BOX 12194				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY RESEARCH TRIANGLE PARK		e. STATE NC	f. ZIP CODE 27709	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE CAD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 004868105 This task order is a result of PR-R2-19-00325. The award of this task order for the Base Period is in accordance with the PWS. TOCOR: Antony Tseng Max Expire Date: Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$48,251.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts		\$48,251.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)		08/22/2019	23. NAME (Typed) Lawrence Edelman TITLE: CONTRACTING/ORDERING OFFICER
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ELECTRONIC SIGNATURE

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/22/2019	CONTRACT NO. EP-C-17-045	ORDER NO. 68HERC19F0228
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	08/03/2022 Invoice Approver: Antony Tseng Alt Invoice App: Rosella O'Connor Admin Office: CAD US Environmental Protection Agency 26 West Martin Luther King Drive Mail Code: W136 Cincinnati OH 45268-0001 Period of Performance: 08/22/2019 to 07/31/2020  Base Period  Delivery: 07/31/2020 Accounting Info: 19-20-B-87FN-000BD4-2505-1987NE9009-00 1 BFY: 19 EFY: 20 Fund: B Budget Org: 87FN Program (PRC): 000BD4 Budget (BOC): 2505 DCN - Line ID: 1987NE9009-001 Funding Flag: Complete Funded: \$48,251.00				48,251.00	
0002	Option Period 1 (Option Line Item) 305 Days After Award  Delivery: 07/31/2021					
0003	Option Period 2 (Option Line Item) 305 Days After Award  Delivery: 07/31/2022					
0004	Option Period 3 (Option Line Item) 305 Days After Award  Delivery: 07/31/2023					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$48,251.00

**1552.217-71 OPTION TO EXTEND THE TERM OF THE CONTRACT-COST-TYPE  
CONTRACT (APR 1984)**

The Government has the option to extend the term of this contract for three (3) additional period(s). If more than 30 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 30 days of the period of performance, the Government must provide to the Contractor written notification prior to that last 30-days of the period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended to cover a base period and option periods:

	Period Start Date	End Date
Base Period	Award	07/31/2020
Option Period 1	08/01/2020	07/31/2021
Option Period 2	08/01/2021	07/31/2022
Option Period 3	08/01/2022	07/31/2023

(b) Paragraph (a) of the "Level of Effort" clause will be amended to reflect a new and separate level of effort of:

Period	Level of Effort
Base Period	570
Option Period 1	570
Option Period 2	570
Option Period 3	570

(c) The "Estimated Cost and Fixed Fee" clause will be amended to reflect increased estimated costs and fixed fee for each option period as follows:

Period	Estimated Cost	Fixed Fee	Total CPFF
Option Period 1	\$(b)(4)	\$(b)(4)	\$49,907
Option Period 2	\$	\$	\$49,960
Option Period 3	\$	\$	\$50,839

(d) If the contract contains "not to exceed amounts" for elements of other direct costs (ODC), those amounts will be increased as follows: N/A

**LOCAL CLAUSES EPA-B-32-101 LIMITATION OF FUNDS NOTICE**

(a) Pursuant to the Limitation of Funds clause, incremental funding in the amount of \$(b)(4) is allotted to cover estimated cost. Funding in the amount of \$(b)(4) is provided to cover the corresponding increment of base fee. The amount allotted for costs is estimated to cover the contractor's performance through 07/31/2020

(b) When the contract is fully funded (i.e. the sum of the total estimated cost, base fee, award fee pool available for award, and award fee awarded, as set forth in the schedule of this contract), the Limitation of Cost clause shall become applicable.

(c) Recapitulation of Funds

EP-C-17-045; TO 68HERC19F0228				
Base Period - (Award -07/31/2020)				
	Estimated Cost		Fixed Fee	
	Cost Plus Fixed Fee			
Task Order Award	\$ (b)(4)		\$ (b)(4)	
			\$48,251.00	
Total Funded	(b)(4)		(b)(4)	
			\$48,251.00	
<b>Total Task Order</b>	\$		\$	
			<b>\$48,251.00</b>	
Balance Unfunded	\$0.00		\$0.00	
			\$0.00	

#### LOCAL CLAUSES EPA-B-16-102 ESTIMATED COST AND FIXED FEE

(a) The estimated cost of this contract is \$(b)(4)

(b) The fixed fee is \$(b)(4)

(c) The total estimated cost and fixed fee is **\$48,251.00**

#### LOCAL CLAUSE EPA-G-42-101 CONTRACT ADMINISTRATION REPRESENTATIVES

**Task Order Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:**

Task Order COR (TOCOR): Antony Tseng, [tseng.antony@epa.gov](mailto:tseng.antony@epa.gov) PH 212-637-3777

Alternate Task Order COR (Alt TOCOR): Rosella O'Connor, [osconnor.rosella@epa.gov](mailto:osconnor.rosella@epa.gov) PH 212-637-3823

**Contracting Officials responsible for administering this contract are as follows:**

Contracting Officer: Lawrence Edelman, US EPA. Cincinnati Acquisition Division, 26 W MLK Dr. MS W136A, Cincinnati, Ohio 45268 [edelman.lawrence@epa.gov](mailto:edelman.lawrence@epa.gov)



**PERFORMANCE WORK STATEMENT – Amend 2  
TSAWP MULTIPLE AWARD CONTRACT TASK ORDER  
PR-R2-19-00325**

**TITLE:           REGION 2 303d/TMDL PROGRAM SUPPORT**

**Task Order Contracting Officer Representative (TOCOR)**

Antony Tseng  
tseng.antony@epa.gov  
212-637-3777

**Alternate TOCOR**

Rosella O'Connor  
oconnor.rosella@epa.gov  
212-637-3823

**PERIOD OF PERFORMANCE:**

Base Period:           Award       to 07/31/2020  
Option Period 1:       08/01/2020 to 07/31/2021  
Option Period 2:       08/01/2021 to 07/31/2022  
Option Period 3:       08/01/2022 to 07/31/2023

**LEVEL OF EFFORT:**

It is anticipated that the number of hours required for each period is as follows:

**Base Year:**           570 hours  
**Option Year 1:**       570 hours  
**Option Year 2:**       570 hours  
**Option Year 3:**       570 hours

**BACKGROUND:**

Section 303(d) of the Clean Water Act (CWA) requires States and Tribes to develop lists of waters that do not meet water quality standards, even after point sources of pollution have installed the minimum required levels of pollution control technology. Current EPA regulations specify that these lists are developed every two years. The CWA also requires that States and Tribes develop Total Maximum Daily Loads (TMDLs) to bring 303(d) listed waters back into compliance with the water quality standards (WQS) for waters on the CWA Section 303(d) lists. TMDLs are watershed scale water quality and pollutant source analyses that determine the amounts of pollution that streams could receive and still meet applicable water quality standards. A TMDL identifies and quantifies sources of pollution causing water quality standard exceedances. The quantification is done by estimating the pollutant load from each source. These loads are then used to determine the amount of reductions needed to meet water quality standards. TMDLs are implemented through the point source programs (i.e. NPDES) and nonpoint source pollution control programs. Generally, EPA's role is to provide information and assistance to states to support the TMDL development and implementation; however, in some cases, EPA will take the lead in developing TMDLs or portions of the TMDLs.

States are interested in developing TMDLs that would more readily lead to implementation (and thus, WQS attainment) – that is, “implementation-ready TMDLs.” Although such TMDLs would take more time and resources to develop, they are consistent with EPA's increasing focus on implementation activities that achieve water quality improvement. EPA and the States need to demonstrate the

functional connection between TMDL targets, implementation actions, and ecological responses, including progress made towards meeting water quality standards. There is a real need for feedback to determine if the actions taken in addressing water quality impairments are effective in order to support and direct future actions including revising TMDLs.

This task order will support EPA in advancing the TMDL development and implementation.

#### **TASKS:**

After task order (TO) award and initiation of Task 1, the Task Order Contracting Officer Representative (TOCOR) shall furnish technical direction (TD) on a case-by-case basis. The Contractor shall anticipate working with the TOCOR and EPA/state technical staff; however, TOCOR, the EPA Alternate TOCOR (if the TOCOR is on leave or travel), the EPA Contract Level Contracting Officer Representative (CL-COR) and the EPA Contracting Officer (CO) are the only individuals authorized to issue technical direction. Other government personnel may engage in technical communications with the contractor, but are not authorized to give technical direction.

#### **Task 1: Kickoff Meeting, Reporting and Communication**

The Contractor shall participate in a Kickoff Meeting with the TOCOR via conference call at the beginning of each option period and new project in which the TOCOR intends to issue a TD. The Kickoff Meeting with the TOCOR shall cover the following topics: points of contact, roles and responsibilities, quality assurance protocols, timelines, the schedule of benchmarks, milestones and deliverables, establish dates and times for monthly calls and monthly technical progress reports and general TO administrative information.

The TOCOR shall coordinate and set-up calls between EPA staff and the Contractor's technical lead to discuss the status and progress of the work under this TO as appropriate. Unless told otherwise by the TOCOR, the Contractor shall provide meeting summaries after the calls within five (5) business days in draft form for the TOCOR to review. The TOCOR shall provide any edits and/or comments on each meeting summary or approve the meeting summary without change; then the final written meeting summary shall be provided within five (5) business days after receipt of comments from the TOCOR.

The Contractor shall notify the EPA TOCOR of any problems, delays or questions as soon as they arise, including immediate notification of any quality assurance issues and project delays. The Contractor shall provide a monthly progress report in accordance with contract requirements, which will be used for invoice review purposes. The Contractor shall provide additional monthly reports that includes the funding status for each project under this task order and Contractor's technical lead for each project. All reporting shall be provided in accordance with the contract sections G & H: ***Reporting and Deliverables (General Performance)***.

#### **Task 1 Deliverables:**

- Conference calls and meeting summaries,
- Immediate notification to TOCOR of any delays via email
- Monthly progress reports
- Timely communication.

See Contract Level Quality Assurance Surveillance Plan for specific performance standards and indicators related to this task. All written materials must be compliant with Section 508 of the Americans with Disabilities Act.

The Contractor shall provide support through one or more of the below activities (written technical direction will be used to clarify work):

## **Task 2: Development of TMDLs**

- The Contractor shall provide technical support for the development and implementation of TMDLs for the waterbodies identified by the EPA TOCOR and that are located in New York, New Jersey, Puerto Rico, and the US Virgin Islands. That support could include the following activities:
- Gather and evaluate existing data from public and private sources, and make recommendations on collection of new data to fill data gaps.
- Establish numeric TMDL targets or surrogate targets.
- Assess existing conditions.
- Conduct source analysis and analytical linkages between elements.
- Estimate loading capacity and TMDLs and allocate loads.
- Determine actions needed to address key sources.
- Complete assessment, analysis, and modeling efforts to establish draft TMDLs.
- Translate load allocations into daily loads using load duration curves and other methods.
- Prepare responses to public comments on technical portions of the TMDLs.
- Make recommendations for implementing TMDLs and monitoring towards the impaired waters to meet water quality standards.
- Incorporate various approaches for including Reasonable Assurance documentation into TMDLs, including approaches needed to incorporate nonpoint sources more effectively into ongoing TMDL development and implementation. This could include 1) providing technical assistance to estimate the current NPS load by sector, and a method for estimating expected NPS reductions by sector (e.g., type of Best Management Practices (BMP), how many will be applied, their pollutant reduction efficiencies, etc.); 2) development of an adaptive management procedure for reviewing key milestone progress and revising BMP to meet the TMDL target loads; 3) establishing a procedure for site-specific evaluation of water bodies with significant NPS pollution loads; 4) tracking the progress of NPS control implementation; and 5) developing a monitoring and reduction tracking system. Another approach is to include (1) an identification of total NPS existing loads and total NPS load reductions necessary to meet water quality standards, by source type; (2) a detailed identification of the causes and sources of NPS pollution by source type to be addressed in order to achieve the load reductions specified in the TMDL (e.g., acres of various row crops, number and size of animal feedlots, acres and density of residential areas); and (3) an analysis of the NPS management measures by source type expected to be implemented to achieve the necessary load reductions, with the recognition that adaptive management may be necessary during implementation.
- Develop or modify TMDL implementation plans that meet both TMDL requirements and requirements for nonpoint source (NPS) watershed based plans listed in *Nonpoint Source Program and Grants Guidelines for States and Territories* (April 13, 2013).
- Provide support to EPA and its Region 2 states (New York, New Jersey, Puerto Rico, and the US Virgin Islands) in developing implementation-ready TMDLs that would more readily lead to implementation and thus, water quality standards (WQS) attainment.
- Support outreach to and coordination with public and private stakeholders to obtain information and build support for TMDLs.
- Develop EPA-approvable Quality Assurance Project Plan, where appropriate.

## **Task 3: Measure TMDL Effectiveness**

The Contractor shall provide support to EPA and its Region 2 states in and for the methods of measuring the effectiveness of the TMDLs that lead to improved future TMDLs. This task involves evaluating waterbodies with TMDLs (or other restoration plans) with respect to TMDL/restoration plan effectiveness and progress towards meeting WQS. The work may require the following activities:

- Evaluate and analyze data to evaluate water quality trends (including use of statistical methods) towards meeting water quality standards (WQS) and TMDL load/wasteload allocations.
- Develop stories and/or documentation showing impaired waters and/or with TMDLs that are meeting water quality goals or making significant progress towards meeting water quality goals as a result of restoration actions.
- Develop monitoring protocols to be used to evaluate TMDL effectiveness or make recommendations for developing and/or develop TMDL monitoring effectiveness plans to measure progress towards meeting WQS and TMDL load/wasteload allocations.
- Conduct an analysis of existing TMDLs including an evaluation of TMDL assumptions and data and provide recommendations for TMDL revisions.
- Develop EPA-approvable Quality Assurance Project Plan, where appropriate.

#### **Task 4: Training and Meeting Support on TMDLs**

The Contractor shall provide training on various aspects of TMDL development and implementation and provide administrative, logistical and facilitative support in planning, facilitation and/or follow-up for Regional/State conference calls, webinars, workshops, training sessions/conferences, stakeholder/watershed group and technical meetings on impaired waters, TMDL program and/or NPS program activities for New York, New Jersey, Puerto Rico, and the US Virgin Islands waters. The work may require the following activities:

- Conduct planning activities such as generating a list of potential topics, obtaining conference call telephone numbers or meeting space, preparing announcements and agendas, developing workshop materials for all participants and developing workshop evaluation forms, soliciting attendees and papers, inviting speakers to make presentations, and developing meeting materials.
- Provide logistical and facilitation support for conference calls, meetings and webinars as well as recording webinars.
- Conduct meeting logistics, including arranging conference facilities, lodging, audio-visual needs, registering participants, logistical support for speakers and scientific/technical experts.
- Prepare minutes, summary reports, and proceeding documents and providing FTP sites to store and exchange workshop-related materials and products.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the TOCOR as needed and provided to the CO. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the TOCOR.

When serving in either a technical or logistical support role at conferences and workshops, Contractor staff shall only attend sessions that are relevant to their role in support of the proceedings. When the Contractor is to conduct training, the EPA will review and approve all materials and courses before presentation, ensuring the training material is factually accurate, and clear in its presentation of the EPA's views, policies, and regulations.

#### **Task 5: Identification of Impaired Waters**

The Contractor shall provide technical, logistical and administrative support to the EPA pertaining to the identification of impaired waters, including the development of listing methodologies. The Contractor shall develop an EPA-approvable Quality Assurance Project Plan, where appropriate.

#### **Task 6: Water Quality Monitoring**

The Contractor shall provide support for water quality monitoring pertaining to TMDL development, implementation and TMDL effectiveness. The Contractor shall provide technical, logistical, and administrative support to the EPA in: 1) designing monitoring plans, 2) the field collection of water quality samples, and/or 3) laboratory analysis of water quality samples and assessment of results. The Contractor shall develop an EPA-approvable Quality Assurance Project Plan, where appropriate.

#### **Task 7: Model Application**

The Contractor shall provide technical support for application and/or refinement of modeling tools used for TMDL development and implementation including assessing the impact of point and nonpoint sources on receiving waters and linkages to ground water. The Contractor shall provide technical support for the application of modeling tools for TMDL development and implementation such as determining the point and NPS controls necessary in meeting water quality objectives. This support could include quantifying the loads anticipated to be reduced by specific point or NPS control approaches, BMP selection or strategies. The Contractor shall develop an EPA-approvable Quality Assurance Project Plan, where appropriate.

#### **Task 8: Peer Review/Model Advisory**

The Contractor shall provide one or more recognized independent peer-reviewers who will provide impartial evaluations of work products within the scope of this task order, including independent third-party peer reviews on the technical approaches and methods (to identify any serious deficiencies and increase confidence in the technical work) of the models and model applications (including sufficiency for regulatory purposes) related to impaired waters and TMDLs. This may include third-party developed models. This may also include conducting a blind or anonymous peer review. When conducting peer reviews, the Contractor shall follow the EPA's Science Policy Council Handbook on *Peer Review*, 4th Edition, (EPA EPA/100/B-15/001) (2015). The handbook can be found electronically at the EPA website <http://www.epa.gov/osa/peer-review-handbook-4th-edition-2015>. The Contractor shall discuss coordination, including the specific charge, of peer reviews with the TOCOR pursuant to an approved technical direction.

#### **Task 9: Amendments to draft TMDL Support documents**

The contractor shall develop EPA-approvable Quality Assurance Project Plan and obtain draft modeling and report files from the TOCOR that require updating. Updating may include, but not limited to, adding more recent data to a draft TMDL report and assuring model calibration to the more recent data. The contractor shall provide the updated modeling and report files to the TOCOR upon completion of their update.

#### **Task 10: Literature Searches**

The contractor shall perform literature searches on topics related to water quality criteria, water quality impairment, water modeling (both surface water and groundwater), or TMDL development. The TOCOR will provide the topic through technical direction. Sources of this research can include, but not limited to, federal, state, local, academic, and professional documents.

#### **SCHEDULE OF BENCHMARKS, DELIVERABLES & MILESTONES:**

Deliverables and deliverable schedule shall be clarified in the final TD, developed by the TOCOR. The Contractor shall accept or provide comments of each TD in writing within five working days from receipt of each TD. The Contractor shall schedule the conference call to discuss deliverables and project details within five (5) working days of receipt of the draft TD as appropriate. The Contractor shall document the outcomes of this meeting and provide a copy to the TOCOR. The Contractor shall provide the draft written deliverable(s) for review by TOCOR and these deliverables shall be prepared in accordance with the timeframe specified in the Technical Direction to be developed by the TOCOR.

The Contractor shall provide the final written deliverable(s) shall be furnished in accordance with the timeframe specified in the Technical Direction.

<b>TASK</b>	<b>BENCHMARK / DELIVERABLE / MILESTONES</b>	<b>SCHEDULE</b>
	<b>Base Period</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of Task Order Award and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements
<b>2, 3, 4, 5, 6, 7, 8, 9, 10</b>	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
<b>2, 3, 4, 5, 6, 7, 8, 9, 10</b>	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	<b>OPTION PERIOD 1</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of beginning of Option Period 1 and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements
<b>2, 3, 4, 5, 6, 7, 8, 9, 10</b>	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
<b>2, 3, 4, 5, 6, 7, 8, 9, 10</b>	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	<b>OPTION PERIOD 2</b>	
<b>1</b>	Kickoff Meeting	Within 10 working days of beginning of Option Period 2 and 5 working days after receipt of draft TD by TOCOR.
<b>1</b>	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
<b>1</b>	Progress Reports & Funding Status Reports by Project	Per contract requirements

2, 3, 4, 5, 6, 7, 8, 9, 10	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8, 9, 10	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.
	<b>OPTION PERIOD 3</b>	
1	Kickoff Meeting	Within 10 working days of beginning of Option Period 3 and 5 working days after receipt of draft TD by TOCOR.
1	Conference Calls and Meeting Summaries	Draft within 5 business days Final within 5 business days after receipt of comments from the TOCOR
1	Progress Reports & Funding Status Reports by Project	Per contract requirements
2, 3, 4, 5, 6, 7, 8, 9, 10	Comments on draft Technical Direction (TD) provided by TOCOR including estimated hours.	Within 5 business days after receipt of TD.
2, 3, 4, 5, 6, 7, 8, 9, 10	Conduct activities and provide deliverables in accordance with TD.	In accordance with schedule outlined in TD.

The Contractor shall participate in meetings and conference calls arranged by the TOCOR.

The Contractor shall, when requested by the TOCOR, provide supporting documentation when EPA is reviewing draft deliverables to facilitate EPA review and approval of the Contractor's work. Documentation shall include the electronic files and detailed, written explanation of all steps and decisions. The Contractor is expected to comply with this request when it is received from the TOCOR regardless of whether such a request is described in the individual tasks of this PWS or by technical direction. The Contractor is expected to furnish this information in such manner that no proprietary software will be needed for EPA to read, interpret, replicate or model any work product of this agreement, unless otherwise noted in this PWS or by written permission of the TOCOR. The objective is that anyone with the appropriate skill level can use the information produced under this Task Order to check or duplicate the Contractor's work for replication and/or verification. With this understanding of how this Task Order's data will be used, any elements essential to successfully replicating analysis shall be provided to EPA in a commonly-used format.

The Contractor shall provide both scientific/technical and editorial review as defined in section 2.6 of the Prime Contract Performance Work Statement on any Task Order **draft** product before submission to the TOCOR for review. This process does not need to be performed by an independent peer reviewer. It is expected that all editorial review comments will be addressed before deliverables are furnished to the

OCOR for review (in the case of draft deliverables) or acceptance (in the case of final deliverables); and that questions raised by scientific/ technical review will be either addressed or discussed with the TOCOR prior to the Contractor furnishing draft deliverables.

EPA anticipates that the contractor's work will be judged "satisfactory" according to the QASP if TOCOR edits to deliverables are no more than ten percent (10%) of the content of any draft deliverable,



or less than two percent (2%) of any final deliverable. In addition, EPA anticipates that the Contractor's work will be judged "satisfactory" according to the QASP if less than ten percent (10%) of the pages of written final deliverables contain TOCOR edits for such things as grammar, punctuation and format. The TOCOR can upon request furnish a copy of the EPA correspondence manual for the Contractor's use.

Upon receipt of written technical direction from the TOCOR, the contractor shall furnish:

- All deliverables (draft and final) to EPA shall be furnished in an electronic version and in an electronic format that EPA can support (see TSAWP Contract PWS Section 4.0 Deliverables).
- All final deliverables to EPA shall include one (1) electronic copy and two (2) paper copies. All final deliverables shall be prepared according to EPA publication guidelines and shall be compliant with Section 508 of the **Americans with Disabilities Act**.

All submittals to EPA shall be formatted as described below.

Electronic submissions shall be made in the following manner: electronic Microsoft Word© for any written reports, summaries or analysis documents, Microsoft Excel© format for any and all spreadsheets, raw data, coding and modeling work (including all model runs with essential data to replicate model runs), and Microsoft Access© format for any and all databases or for other data as is approved by the EPA TOCOR in writing. Final electronic submissions shall be on Compact Disk (CD) or Digital Versatile Disc (DVD). The contractor may utilize an FTP, but only if the EPA TOCOR gives written permission. Every electronic document and all of the sections, text, graphs, charts or figures shall be unlocked, open and editable so that EPA may make further changes.

Unless specified otherwise by the TOCOR, final paper submissions shall be made in the following manner: two (2) separate and identical copies of all deliverables must be submitted; each separate copy includes all the products due at that date (i.e., Task 1, 2, etc.), and must be submitted in one (1) or more bound volumes, as appropriate, with a title page, an executive summary describing the purpose and content, and an index, located inside the front cover of each bound volume, and electronic copies enclosed in envelopes (or other suitable means) bound in the respective volume. Although PDF versions of materials may be additionally submitted per the contractor's prerogative, neither electronic nor paper PDF versions will be acceptable as any final work product.

Appropriate electronic format that is supported by EPA and printing of all GIS data layers, maps, photos, bench sheets and other written material not easily printed or saved in the above formats will be discussed and a format agreed upon with the EPA TOCOR prior to submittal by the Contractor.

When the Task Order reaches 30 calendar days prior to the end of the Period of Performance in a given period, the Contractor shall make a determination that the deliverables, milestones, benchmarks, and any outstanding technical direction from the TOCOR, will be satisfactorily completed in the form requested in the PWS by the end of the Period of Performance and for the remaining funding that is available.

If the Contractor determines one or more of the above-referenced items will not be able to be completed in the requested form within the period of performance and with the available funding, the Contractor shall notify the TOCOR and the CO immediately. Within 5 business days of said notification, the TOCOR in coordination with the CO will provide technical direction concerning use of the remaining funding to prepare and furnish to the TOCOR all interim draft deliverables, interim work products, and any working files in an electronic format which is supported by EPA, for eventual continuation of the project after the end date of the Task Order.



**QUALITY ASSURANCE PROJECT PLANS:**

EPA policy requires that an *approved* Quality Assurance Project Plan (QAPP) be in place before any work begins that involves the data collection and development of models. Where a project will require a QAPP, the Contractor shall prepare the QAPP in conformance with EPA's *Requirements for Quality Assurance Project Plans (EPA QA/R-5)*, and obtain EPA Region 2 approval for the QAPP. No activities requiring a QAPP shall begin without EPA approval of the QAPP.

**CONFERENCE/MEETING GUIDELINES AND LIMITATIONS:**

The EPA projects that none of the individual meetings identified in these tasks will exceed a total cost of \$20,000. The Contractor shall immediately notify the CO, PO and TOCOR of any anticipated individual event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$20,000 or more in cost during performance. Conference expenses are all direct and indirect costs paid by the government and include any associated authorized travel and per diem expenses, room charges for official business, audiovisual use, light refreshments, registration fees, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for conference preparation should be included, but the federal employee time for conference preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the CO.

**REPORTING:**

All documentation and reporting under this TO shall be in compliance with contract requirements.

Additional requirements specific to this TO are as follows:

The Contractor's progress reports shall include, but not be limited to, the following items: Contactor technical lead and status of funds allotted and spent for each project under the TO.

During the period of performance of this TO, the Contractor is expected to immediately inform the TOCOR by telephone of: (1) any problems that may impede the successful completion of the requested items of work; and (2) any corrective actions needed to solve the problem. The Contractor shall address and correct any problems identified by EPA within three days of EPA's written direction.

**ANTICIPATED TRAVEL:**

All travel under this Task Order shall be in compliance with contract requirements and only according to specific Technical Direction. For planning purposes, no travel is requested.

**CONTRACTOR IDENTIFICATION:**

The Contractor staff shall be required to identify themselves as contractors whenever their EPA work brings them in contact with the public (such as when they are providing technical information or conducting training and conferences). Contractor staff must always wear Contractor ID badges when interacting with the public. Contractor personnel are prohibited from acting as the Agency's official representative.

The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the TOCOR.

**MONITORING INFORMATION IN STORET AND FOLLOW-ON DATA SYSTEMS:**

Any ambient water quality, chemical, physical, biological, sediment, tissue, and ecological monitoring data collected as part of any this task order shall be entered into STORET or its follow-on data systems and be made available to the EPA in a compatible format. The Contractor shall use its own company name as the entity for data collected by the Contractor when entering its data. The Contractor shall report quality control of the data upload to the EPA.

**QUALITY ASSURANCE SURVEILLANCE PLAN:**

See contract requirements.

**SECTION 508 COMPLIANCE**

All electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. The Contractor shall include documentation which indicates that the contractor has tested the deliverable against applicable Section 508 Standards.

**TECHNICAL DIRECTION**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.